

## **REGISTRATION INFORMATION AND TIMELINE FOR THE MAINE SAT INITIATIVE: MAY 5, 2007 TEST DATE**

All Maine third year public high school students are required to participate in the Maine SAT Initiative. These students must be registered by their high school guidance/assessment staff for the **May 5, 2007** test date. The State of Maine is paying the registration fee for all eligible Maine students, which means that registrations must be submitted by high school officials in bulk, using the special *SAT Maine State Initiative Bulk Transmittal Form*. Bulk registrations can be returned to the College Board as early as February 15 **but no later than March 12, 2007**.

### **SHIPMENTS OF MATERIALS**

High schools will receive two shipments of SAT materials in January. The first shipment, arriving in **early January**, is intended to help counselors ensure that students requiring accommodations apply for them in a timely fashion. It will include:

- Registration Booklets and Forms
- College Board Services for Students with Disabilities (SSD) Eligibility Forms for students who need, but have not yet applied for accommodations provided by the College Board
- Maine Accommodations Declaration Forms to be completed by all students who require testing accommodations, either College Board or State of Maine accommodations

The second shipment will arrive by the **end of January**, and will include:

- Bulk Transmittal Form
- Step-by-guide for completing registrations
- Instructions for packaging and shipping materials to the College Board

### **TIMELINE AND PROCESSING STEPS**

As soon as the first shipment arrives, it is important for counselors to begin the process of applying for approved accommodations for students to ensure that their applications are submitted in a timely fashion. A breakdown of the different categories of accommodations is given below

These are the deadlines for the forms, but try to submit them earlier, if possible:

**February 16:** Deadline to submit completed Maine Accommodations Declaration Forms. These are required for all students who intend to test with accommodations, whether College Board or Maine-Only.

**March 12:** Last date to ship bulk registrations for the test.

**March 17:** Deadline for SSD accommodation requests that require additional documentation (see the Student Eligibility Form instructions for more information).

**March 31:** Final deadline for submitting Student Eligibility Forms.

After receipt of the second shipment of registration materials, high school staff should follow these steps:

1. Instruct students to complete all sections of the Registration Form, using the step-by-step guide.
2. Collect all completed Registrations Forms.
3. Complete the Bulk Transmittal Form.
4. Follow the instructions for packaging and shipping the registrations and all other documentation together with the Bulk Transmittal Form to the College Board any time between February 15, 2007 and March 12.

### **MAINE DECLARATION OF ACCOMMODATIONS**

All students who will test under nonstandard conditions must submit the Maine Declaration of Accommodations form no later than February 16, 2007. Students who will test under nonstandard conditions fall into one of four categories, described below. Counselors will receive detailed instructions for registering these students in the package with the Maine Declaration of Accommodations form.

#### **1. Students Approved for College Board Accommodations**

Students who have been approved for College Board accommodations previously need to

- Fill out and submit the Maine Declaration of Accommodations form by February 16. This will ensure that their selected testing option is implemented properly.

#### **2. Students Awaiting Notification on College Board Accommodations**

Students who have already applied for College Board SSD accommodations, but who have not yet received notification of approval or denial must

- Fill out and submit the Maine Declaration of Accommodations form by February 16. This will ensure that students will default to Maine-Only accommodations if requested College Board accommodations are denied.

#### **3. Students Submitting a Request for SSD Accommodations to the College Board**

Students wishing to request accommodations of the College Board need to

- Fill out the Maine Declaration of Accommodations form.
- Fill out the College Board SSD Eligibility Form.
- Submit both forms as early as possible, but no later than February 16, to ensure that they will default to Maine-Only accommodations if requested College Board accommodations are denied.

Students who submit the College Board SSD Eligibility Form and Maine Accommodations Declaration form before February 16 will receive a letter from the College Board before the end of March informing them of the accommodations for which they have been approved or denied.

#### **4. Students Intending to Test with Maine-Only Accommodations**

Students who do not intend to apply for or use College Board SSD accommodations, but who do wish to test with Maine-Only Accommodations must

- Ensure that their Maine accommodations have been pre-approved through the standard state accommodations approval process.
- Fill out and submit the Maine Declaration of Accommodations form by February 16. This will ensure that students will be provided Maine-Only accommodations.